Utah State Office of Education
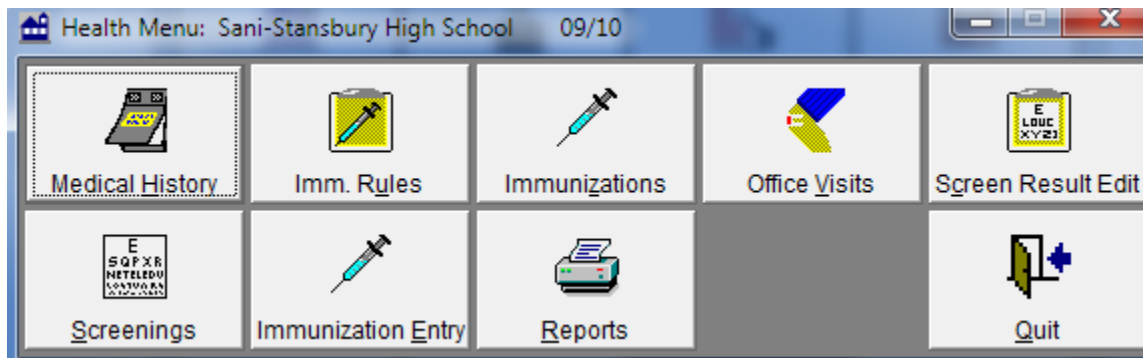
Health Module

February, 2011

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Health Module

Found under Main Menu > Health

Introduction

This module is where students' immunization history, screening results, medical history, and office visits are documented. The different applications are not necessarily arranged in the order you would access them. There is, however, a general flow that can be followed when a school begins using the Health Module. It is important to use the flow chart displayed below, as certain information must be entered before you can access information in other areas of the Health Module.
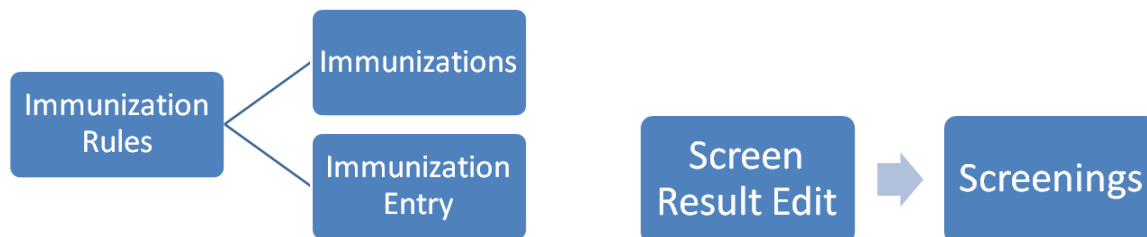
As you can see from the images above, the **Immunization Rules** need to be created before entering any immunizations. Also, the **Screen Result Edits** need to be created before any screenings can be entered.

Medical History and **Office Visits** are stand-alone applications and do not need to have set up completed first.

NOTE: Be aware that you can use the buttons on the banner to look up different groups of students. The banner is the top portion of the screen that appears as follows:

The buttons on the right side of the screen will do the following:

 - Displays the enrollment history for the student.

 - Displays the student's profile on the web.

 - Displays the student's photo.

 - Launches the student group editor.

 - Allows you to search currently active students only.

 - Allows you to search all students this year, active and inactive.

 - Allows you to search future students only.

 - Allows you to search inactive (withdrawn) students only.

 - Un-synchronizes this screen from the other applications.

Medical History

Medical History

Found under Main Menu > Health > Medical History. This screen allows you to enter any past incidents relating to a student's health. The **Medical History** application is meant to be a place to store historical data pertaining to a student's medical history or health concerns. This is also a good place to put any information relating to medical alerts that you want staff to be aware of.

Description of fields:
- *Date* – Date of medical event.
- *Health Concern Description* – Choose from the drop-down list. (System table – "Health Disease (ICD) codes")
- *Resolution* – Choose from the drop-down list. (System table – "Health Status Codes")
- *Alert* – Check the **Alert** field to flag the medical event as a medical alert. Marking the Alert checkbox will place a flag in two places.
    - The Student Profile screen will show the health alert by showing the actual "Health Concern Description". See image below for an example.

- o The SIS Web report called "Class Roster" will show an icon, indicating that there is a health alert, but will not show the alert details.
- *Conf* – Check the **Confidential** field to restrict access to the details of the medical alerts listed. When confidential is checked, any notes entered in FoxPro will not appear in the Student Profile, but rather the "Resolution" will appear. See example below.
- Keep in mind that nothing will appear in the Student Profile unless "Alert" is checked.

The image below shows the Health Alerts portion of the Student Profile screen. Notice that under "Concern", the "Health Concern Description" is shown. Under "Status" the notes are shown. However, if "Conf" is checked in FoxPro, the "Resolution" appears in place of the notes, and the phrase "(Information is Confidential)" appears.

NOTE: If you choose a **Resolution** of "Medication Taken", the note should only contain the name of the medication. If any other notes are entered, they will be overwritten by the medication name if it is typed in by the parents in the Update Student Contact Information screen.

Adding a new incident:

- Press **Add** to make the drop-downs available.
- **Date** defaults to that day's date. This can be changed if desired.
- Select the **Health Concern Description** from the drop-down.
- Select the **Resolution** from the drop-down.
- If you would like a health alert flag to appear in the Student Profile, place a checkmark in the **Alert** column.
- If there are any notes, and you would like them to remain confidential, place a checkmark in the **Conf** column.
- Press **Save**.

You can **Edit** or **Delete** an existing item as well. To do so, highlight the row you would like to Edit or Delete and press the appropriate button.

Immunization Rules
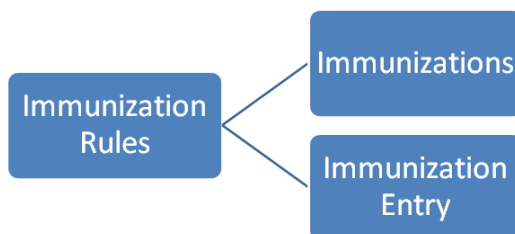
Immunization Rules allows you to create rules on when specific immunizations are due, giving you a way to see at-a-glance which immunizations the student has had and which ones he/she is missing. These rules should be set up before beginning Immunization entry, as shown in the flow chart displayed above.

If you are uncertain what immunization rules to enter, contact the State Health Department for guidelines.

Creating an Immunization Rule

- Open FoxPro and go to Main Menu > Health > Imm Rules.
- The following screen will display.

- Press **Add**.
- Enter a two character **Code** as well as a **Description** and press **Save**.

Once you've created a code and description, you're ready to set up the rules.

- Double-click on an immunization. The following screen will display.

- Notice that **Dose** is set to "1" by default.
- Enter the recommended student **Age** (in years and months) at which the student should receive the immunization.
- Enter a "Y" or an "N" in the **Required** field, depending on whether or not the specified immunization is required.
- Press **Done** to verify the entry.
- To enter information for the second dose of the same immunization, double-click on the same immunization on the left side of the Immunization Rules screen.
- The dose will automatically show as "2".
- Repeat this process for each immunization.

When you've completed entering the immunization rules, the screen will look something like the following:

Editing an Immunization Rule
- Use the arrows in the bottom corners to scroll to other immunization rules.
- Press **Edit**.
- Make the changes you'd like and press **Save**.
- You can also highlight a line and **Delete**.
  - **NOTE**: Deletion of a rule is not allowed. However, you may delete an immunization within a rule.

Immunizations

The **Immunizations** interface is used for Health Professionals to assign rules to students and maintain and report their immunization history.

Applying an Immunization Rule
- Go to Main Menu > Health > Immunizations.
- The following screen will display.

- Search for the student for whom you would like to select the rule.
- Press **Select New Rule**.
- Choose the rule from the drop-down box.
- The screen will look something like the following:

- Notice that the **Date Due** has automatically populated, based on the birthdate of the student.

- Press **Done**.
- Now, press **Edit** to make the screen editable.
- In the **DateAdm** column, enter the date the immunization was administered.
- In the **Verify** column, use the drop-down menu to select how you verified that the immunization was given.
- In the **Status** column, use the drop-down to indicate if this is the 1st, 2nd, etc. inoculation.
- Press **Add** to enter an immunization that is not already listed.
  - o **NOTE**: If a new rule is selected for a student, the completed immunizations will remain on the student's record whether applicable to the new rule or not.

Editing an Immunization
- Press **Edit**.
- Make the changes you'd like.
- Press **Save**.

Deleting an Immunization
- Highlight the record you would like to delete.
- Press **Delete**.

NOTE: The **Immunizations** and **Immunization Entry** screens are very similar. They are almost identical, and they are used in the same manner. The only difference is that the **Immunization Entry** application does not have the three columns that appear on the right side of the screen, as can be viewed in the **Immunizations** application. These columns include the **Req** (required), **Cmp** (complete), and **Xmt** (exempt) check boxes. The Immunization Entry screen also does not allow the user to select an Immunization rule. The **Immunizations** application is intended for the school nurse or school administrator, as they are given access to use the check box columns.
The **Immunization Entry** application is generally used by clerical staff members, who usually do not have the ability to exempt (Xmt) a student from the immunization requirement.

See image below.

Immunizations Screen

The main difference between the two screens is that the Immunization Entry Screen lets you select "Rules" as well as has checkboxes for Exemptions.

Immnunization Entry Screen

Immunization Entry

Immunization Entry

A second screen where you can enter immunizations, but cannot select a rule, is the **Immunization Entry** screen. This screen is for rapid entry of Immunization information.

This screen is found in Main Menu > Health > Immunization Entry. The screen displays as follows.

Adding an Immunization

- Find the student for whom you would like to enter immunization information.
- Notice on this screen that there is not a place to assign an Immunization Rule.
    - Immunization rules need to be selected in the **Immunizations** application, which is discussed in the previous section.
- Press **Edit** to enter the **Date** an immunization was administered.
- Use the drop-down in the **Verification** column to indicate the method by which you verified the immunization took place.
- Use the drop-down in the **Status** column to indicate if this is the 1st, 2nd, etc. inoculation.
- Press **Add** to enter an immunization that is not already listed.

Editing an Immunization

- Press **Edit**.
- Make the changes you'd like.
- Press **Save**.

Deleting an Immunization

- Highlight the record you would like to delete.
- Press **Delete**.

Office Visits

Office Visits

Found under Main Menu > Health > Office Visits.

Use this screen to document when students visit the office for health reasons.

Adding an Office Visit

- Find the student for whom you would like to add an Office Visit.
- Press **Add** to see the following screen. This is the same screen you will see if you press **Edit**.

- Select data in the desired fields.
- Press **Save**, then **Done**.
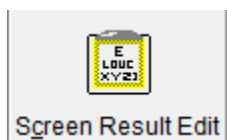
Editing an Office Visit

- Highlight the record you would like to edit.
- Press **Edit**.
- Make the changes you would like.
- Press **Save**.

Deleting an Office Visit

- Highlight the record you would like to delete
- Press **Delete**.

Screen Results Edit

Found under Main Menu > Health > Screen Result Edit.
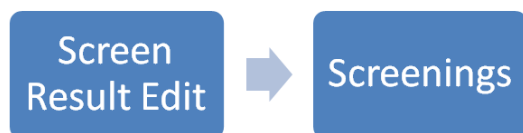
This screen is used in preparation for documenting results of health screenings like eye exams. Before documenting the results of an exam, you will need to do some setup in this screen as shown in the flow chart displayed above.

Assigning a Result to a Screening Description

- On the **Screening Description** drop-down, make a selection like "Eye Vision Examination". (System Table: Health Screening Type Codes)
- On the left-hand side, double-click on each **Result Description** you would like tied to the Screening Description. (System Table: Health Screening Results Codes)
- Do this for each Screening Description you will be using.
- You can delete an item that's been moved over by highlighting the item and pressing **Delete**.

Screenings

Found under Main Menu > Health > Screenings.

This module allows you to enter the health screening information for a specific student.

Adding a New Screening Record
- Find the student for whom you would like to enter screening data.
- Press **Add** to see the following screen. This is the same screen you will see if you press **Edit**.

- Choose an item from the **Description** drop-down.
- Choose a Result from the **Results** drop-down.
- You can also choose a **Status**, if you'd like.
- At this time, **Alert** and **Referral** are not used.
- Press **Save,** then **Done**.

Editing a Screening Record

- Highlight the screening record you would like to edit.
- Press **Edit**.
- Make the changes you would like.
- Press **Save**.

Deleting a Screening Record

- Highlight the screening record you would like to delete.
- Press **Delete**.

Reports

The following reports are available in the Health module: